7

Editing, Sending, Canceling, Withdrawing Submissions

Revision Sheet

Revision No.	Date	Revision Description
Rev. 0	10/30/10	Made a note within the chapter that comments are required before a submission can be withdrawn.

7.0   Editing, Sending, Canceling, Withdrawing Submissions

7.1 Editing a Submission

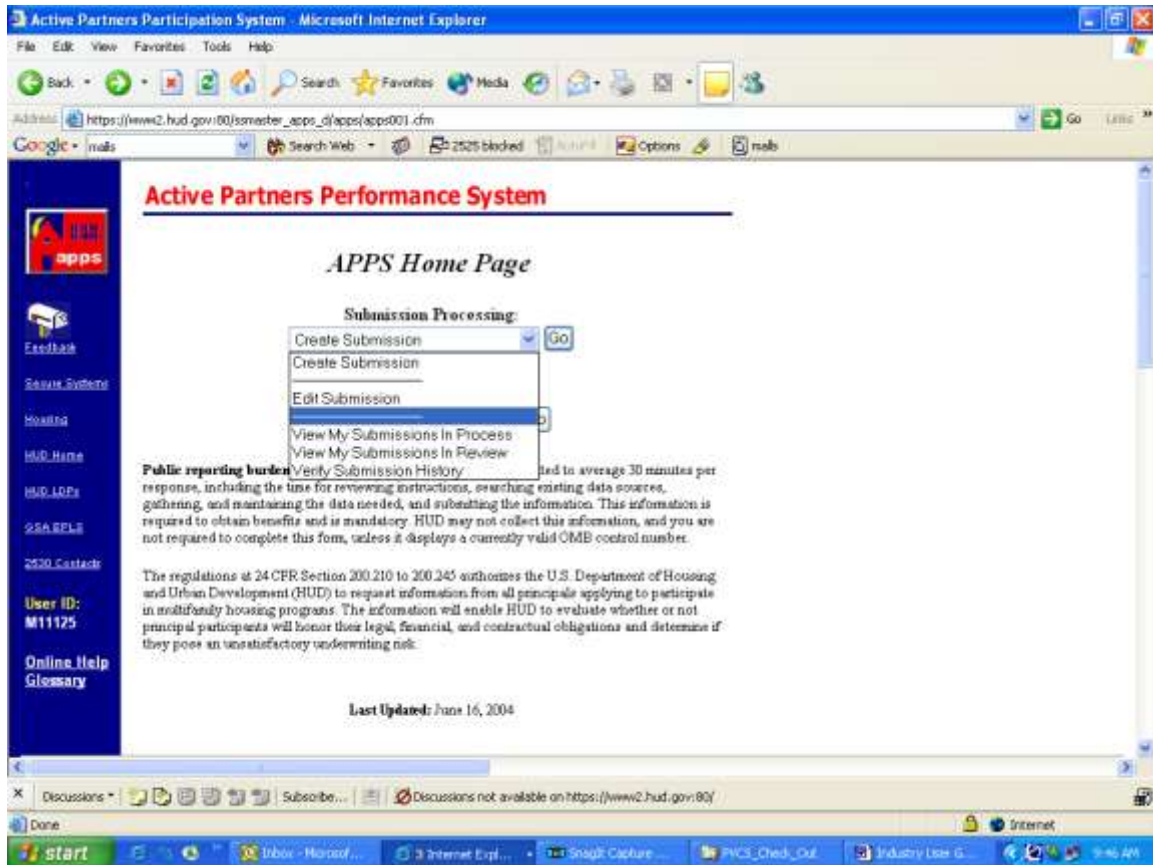1. On the APPS home page select "Edit Submission" from the *Submission Processing* drop-down list.

Figure 7-1: Submission Search Screen

2. Click [Go]. The Submission Search screen displays.

Figure 7-2: Submission Search Screen

3. Using the chart below, enter the appropriate search criteria.

Data Element	Description
Submission ID	System-generated identifying number unique to each submission
TIN (no dashes)	Tax Identification Number of a participant
SSN (no dashes)	Social Security Number of a participant
Search For:	Select the radio button for either Applicant Submissions (submissions in which the participant in the search criteria is the applicant) or All

	Submissions.
With Status of:	Select the radio button for either All, In process, In HUD Review, or with Final Disposition.
Created Date:	
From:	Date range from (mm-dd-yyyy) (optional)
To :	Date range to (mm-dd-yyyy)

4. Click Search . The Submission List screen displays.
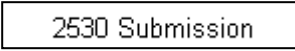
Figure 7-3: Submission List Screen

5. If more than one submission is listed, select the submission you wish to edit, then

    click [2530 Submission] . The 2530 Submission screen displays.
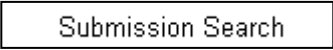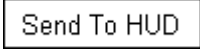
    OR

Select another process from the Select participant processing drop-down list.

    OR

Click [Submission Search] to return to the Submission Search screen.

7.2 Sending the Submission to HUD

✎   *Note: Do not forget to get your certification and send your 2530 submission*

     package.

✎   *Note: Make sure at least one individual is in the company before sending it to*
     HUD.

✎   *If the participants in your organization structure have previous participation that*
     is different from the applicant, they are required to submit their own 2530 for this
     submission.

1. On the 2530 Submission Send to HUD screen you can click [Send To HUD] if you

    are ready to submit your submission. A warning will display.

2. If you still wish to send the submission to HUD, click ⬚ OK ⬚. Once the submission has been sent to HUD, the 2530 Submission screen displays with the message, "Submission sent to HUD successfully."

✎   *Once sent to HUD the status will change from "In Process" to a new status depending on the type of submission sent to HUD. Please refer to specific Chapters for more information.*

7.3 Canceling a Submission

✎   *Note: Canceling a submission is only possible while the submission is still "In Process"*

1. If you entered incorrect information or no longer wish to send the 2530 submission to HUD

2. From the APPS Home Page, Select View my Submissions in Process from the Submission Processing drop down list. Click ⬚Go⬚

3. The Submission List screen will display

4. Select the Submission you would like to cancel and click on ⬚ 2530 Submission ⬚. The 2530 Submission screen will display.

5. Select the Cancel button under the Current Submission Status section

6. The following window will display
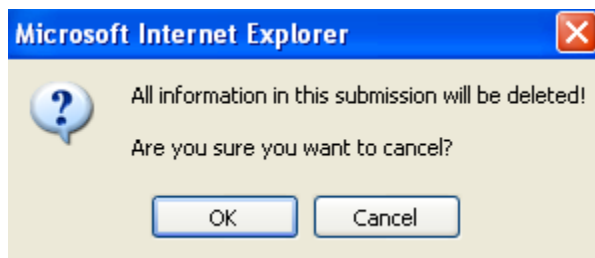
7. Click [OK] to cancel the submission.

8. You will receive a message saying the submission was cancelled.

7.4 Withdrawing the Submission

✎ *Note: You may only withdraw a submission after it has been sent to HUD and before it has been reviewed. Comments are required in order to withdraw the submission.*

✎ *Note: Withdrawing a submission will require you to create a new submission.*

1. From the APPS Home Page, Select View my Submissions in Review from the Submission Processing drops down list. Click [Go]

2. The Submission List screen will display

3. Select the Submission you would like to withdraw and click on [2530 Submission]. The 2530 Submission screen will display.

4. Enter explanatory comments in the *Applicant Comments (for Withdraw only)* field.

5. Click [Withdraw]. A warning displays.
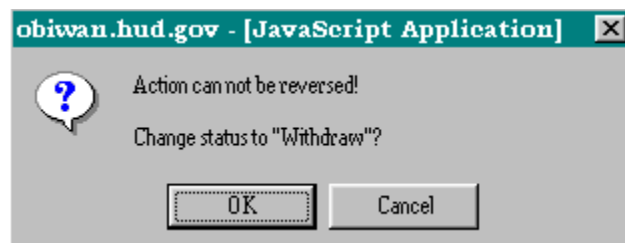
6. Click [OK]. The screen refreshes with a message that the submission has been withdrawn successfully.